

**Checklist for Compliance with Internet and Online Access Policy**  
**UCA Sections 9-7-215 and 9-7-216, and Rule 223-2**

**Part A. The Need to Comply:**

**Does your public library offer public access to the Internet?**

1.	Yes	The library must comply with the requirement of the law if it wishes to receive state funds.	Implications: For a public library that offers public access to the Internet to retain eligibility to receive state funds, the Library Board shall adopt and enforce a Policy that meets the process and content standards defined in Section 9-7-215 and 9-7-216 UCA.
2.	No	The library does not need to apply to the Utah State Library Division for a letter of compliance under R223-2.	No further action needed.

**Part B. Cover Letter Requirements:**

**Does your Internet and Online Access Policy letter to the Director, State Library Division contain the following mandatory statements, and is it dated not later than July 1, 2007?**

	Yes	No	Mandatory Points	Citation
3.			Policy cover letter is addressed to The Director, State Library Division, no later than July 1, 2007.	223-2-3(1)
4.			The Library Board adopted the Library's Internet and Online Access Policy in an open meeting held on _____(date)  <i>NOTE: The Library Board must adopt the policy, even if the policy is ratified or reviewed by another local governing body either before or after the Board's action.</i>	223-2-3(1)  UCA 9-7-216(1)(a)
5.			Notice of the policy's availability is posted in a conspicuous place within the library.  <i>NOTE: The Library Board may issue any other public notice it considers appropriate.</i>	223-2-3(1)  UCA 9-7-216(1)(b)
6.			The policy is intended to meet the provisions of Rule 223-2 and Sections 9-7-213 and 9-7-215 UCA.	223-2-3(1)
7.			The Library Director and Library Board Chair must sign the cover letter.  <i>NOTE: Other local officials may sign the cover letter if desired, but the Director and Board Chair's signatures must be present.</i>	223-2-3(1)

### Part C. Internet and Online Access Policy Requirements:

Does your Internet and Online Access Policy explicitly comply with the following requirements?

	Yes	No	Mandatory Requirements	Citation
8.			Policy of Internet safety for minors including a technology protection measure on any publicly accessible computer with Internet access that protects against access to visual depictions that are: child pornography, harmful to minors, or obscene.	<i>UCA 9-7-215 (2)(a)(i)</i>
9.			Policy enforcing the operation of the technology protection measure described in Subsection (2)(a)(i) during any use of a computer by a minor.	<i>UCA 9-7-215 (2)(a)(ii)</i>
10.			Policy of Internet safety including a technology protection measure on any publicly accessible computer with Internet access that protects against access to visual depictions that are: child pornography, or obscene.	<i>UCA 9-7-215 (2)(b)(i)</i>
11.			Policy enforcing the operation of the technology protection measure described in Subsection (2)(b)(i) during any use of a computer.	<i>UCA 9-7-215 (2)(b)(ii)</i>
12.			Library is not prohibited from limiting Internet access or otherwise protecting against materials other than; child pornography, harmful to minors, or obscene.	<i>UCA 9-7-215 (3)</i>
13.			Library representative may disable a technology protection measure at the request of an adult patron to enable access for research or other lawful purposes.	<i>UCA 9-7-215 (3)</i>
14.			The Internet and Online Access Policy was developed under the direction of The Library Board	<i>UCA 9-7-216(1)(a)</i>
15.			The Internet and Online Access Policy document shows an effective date.	<i>UCA 9-7-216(1)(a)</i>
16.			The Internet and Online Access Policy document has been reviewed in the past three years.	<i>UCA 9-7-216(1)(a)</i>
17.			The Internet and Online Access Policy document has a footnote indicating the effective date of the last review within the past three years.	<i>UCA 9-7-216(1)(a)</i>
18.			The Internet and Online Access Policy states that it restricts access to Internet sites that contain visual depictions that are child pornography, harmful to minors or obscene.	<i>UCA 9-7-216(2)(a)</i>
19.			The Internet and Online Access Policy states how the Library Board intends to meet the requirements of <i>Utah Code</i> Section 9-7-215.	<i>223-2-3(1)</i> <i>UCA 9-7-216(2)(a)</i>

			<p><i>NOTE: It is sufficient for the policy to indicate the general approach or mechanism the Board has selected to meet the requirements of UCA 9-7-215; the policy need not spell out procedural detail.</i></p>	
20.			<p>The Internet and Online Access Policy states that administrative procedures and guidelines for staff to follow in enforcing the policy have been established, and are available at the library for public review.</p> <p><i>NOTE: See those following item 21.</i></p>	UCA 9-7-216(2)(b)
21.			<p>The Internet and Online Access Policy notifies patrons that procedures to handle complaints about the policy, its enforcement, and about observed patron behavior have been adopted, and are available at the library for public review.</p> <p><i>NOTE: In response to the requirements of checklist items 20 and 21, libraries are encouraged to follow one of two broad styles.</i>  <i>STYLE ONE: Place library procedures and/or staff guidelines in a separate document and quote the language of items 20 and 21 within the policy.</i>  <i>STYLE TWO: List procedures and/or staff guidelines in a separate section of the policy for ease in reference and local updating, and submit the entire document to the State Library Division.</i>  <i>NOTE: While the Library Board must adopt the policy, procedures and/or staff guidelines may be established by the Director and/or staff, or all together with the board.</i></p>	UCA 9-7-216(2)(c)

**If you have answered "YES" to all of the points in the checklist, you are ready to submit your Internet and Online Access Policy to the Utah State Library for review.**